CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL DEPUTY WARDEN

ANNUAL $ 90,282	SALARY	APPLICATION CLOSING	EXAM
SALARY: $123,104	GROUP: MP 66	DATE: **SEE BELOW**	NO: 130820ACDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

(REVISED WITH DATES FOR 2016)

PURPOSE OF CLASS: In the Department of Correction this class is accountable for acting as an assistant to the Correctional Warden or directing a major program area within the central office and facility operations.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION,** AND THE FOLLOWING EXPERIENCE AND TRAINING.

GENERAL EXPERIENCE: Three years' of experience at the level of Correctional Counselor Supervisor or Correctional Captain.

WORKING CONDITIONS: Incumbents in this class may be exposed to some danger of assault or injury by inmates.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of custody, security and control measures and techniques of maintaining discipline; considerable knowledge of functions and activities involved in contemporary treatment and training programs; considerable knowledge of modern correctional methods and practices; considerable knowledge of psychology of inmates in a correctional institution; knowledge of and ability to apply management principles and techniques; knowledge of employee training techniques; knowledge of practices and procedures concerning court commitments of individuals to correctional institutions; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2840)**. **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by MAY 10, 2016 for the JUNE 24, 2016 grading date; by NOVEMBER 8, 2016 for the DECEMBER 21, 2016 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at the Department of Correction.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).

(reissued April 4, 2016)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.